



Date	Name of Applicant	Position

## ***JESUIT HIGH SCHOOL***

### **ADMINISTRATIVE APPLICATION FOR EMPLOYMENT**

#### ***SCHOOL MISSION STATEMENT***

Jesuit High School is a Roman Catholic college preparatory that actively seeks, educates, and nurtures young men from a wide variety of ethnic, socio-economic, and religious backgrounds in the greater Sacramento area. In the tradition of St. Ignatius of Loyola, the founder of the Society of Jesus, Jesuit education is committed to the development of the whole person through a challenging educational experience of academic excellence, co-curricular involvement, spiritual and religious formation. Our entire school program is dedicated to developing conscientious leaders and agents of change who are intellectually distinguished, morally courageous, and compassionate in service to others for the greater glory of God.

#### ***THE SCHOOL'S EXPECTATIONS***

The educational philosophy of Jesuit High School is Catholic and therefore, it is based on a faith response to the Gospel of Jesus Christ; it is Jesuit and therefore, it is formed by Ignatius of Loyola's vision of Christ and the world. The school's purpose is to lovingly serve the young men who attend and to help them realize the fullness of their spiritual, intellectual, artistic, physical, and social potential. A teacher is the living expression of the school's philosophy. Hence, Jesuit seeks to find faculty members who are proficient in their fields, who are committed to seek personal religious development, whose physical, mental, and moral discipline and skill challenges the students, and whose open-mindedness and judgment mark them as accepting and humane individuals.

#### ***SCHOOL HISTORY***

Jesuit High School of Sacramento was founded by the Jesuits in September 1963. The enrollment has grown from that initial freshman class of 93 to the current level of 1,000 students. Jesuit High School is governed by a Board of Trustees, composed of both Jesuit and lay members. The Board delegates the overall responsibility for the school to the President, the chief executive officer of the school. The Principal serves as the educational leader and chief academic administrator of the school.

#### ***PLEASE INCLUDE WITH THIS APPLICATION:***

- (A) A copy of your resume***
- (B) A photocopy of your university transcripts***
- (C) Two - three recently dated letters of recommendation.***
- (D) Brief typewritten responses to the following questions on a separate sheet of paper:***

- 1. Discuss your personal philosophy of education and the role of administration in a Catholic high school setting.*
- 2. How does your relationship with God form your life and your work in Secondary Education?*
- 3. Briefly describe two or three specific academic and/or co-curricular programs with which you have been involved as a participant or leader that would lend itself to this administrative position at Jesuit High School.*
- 4. All leadership positions at Jesuit High School share the responsibility of articulating the mission of the Gospel, of the Society, and of Jesuit Secondary Education to our students, faculty and staff. Tell something of your experience in doing this with students, faculty and if applicable, in public forums.*

Please submit application documents to: **hiring.jesuit@jesuithighschool.org**, ph. 916-480-2151  
Jesuit High School – 1200 Jacob Lane, Carmichael, CA 95608

**AN EQUAL OPPORTUNITY EMPLOYER**

**A. PERSONAL INFORMATION**

Name: \_\_\_\_\_  
 (Last) (First) (Middle Initial)

Address: \_\_\_\_\_  
 (Street) (City) (State) (Zip)

Phone: (\_\_\_\_) \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_ Soc. Security No. \_\_\_\_\_  
 (Day) (Evening)

Do you have knowledge of Catholic doctrine?  Yes  No

Are you willing to perform your administrative duties in accordance with this doctrine?  Yes  No

Do you have the legal right to work in the United States of America?  Yes  No

If offered a position with Jesuit High School, can you perform the essential functions of the job with or without accommodations?  Yes  No

Have you ever been dismissed from an administrative or teaching position?  Yes  No

- *If you answered yes to the last question, please explain on a separate sheet of paper.*

**Please note:**

Current law and our policy require us to perform background checks on every employee who has access to students. Please understand that if you are selected for hire, you will be required to submit a live scan of your fingerprints on which an extensive background check is performed. Arrest and conviction records for most offenses will be reported to us. In most cases these records will not affect your ability to be hired or maintain employment. On occasion an additional conversation is necessary to determine whether or not the reported record affects your ability to perform the essential functions of your job. For example, if a conviction for reckless driving resulted from a background check for a person hired as a bus driver. In that case you would be given a copy of the results of the live scan.

EDUCATION				
SCHOOL	DEGREE / DIPLOMA	MAJOR	UNITS/HRS	DATES OF ATTENDANCE
College:				
Graduate:				
Other:				

Do you have plans for further education?  Yes  No

If so, please indicate \_\_\_\_\_

\_\_\_\_\_

CREDENTIAL(S)			
TYPE/STATE	SUBJECT(S)	EXPIRATION DATE	CERT #

**B. ADMINISTRATIVE / TEACHING / COUNSELING EXPERIENCE**  
 (Please list most recent experience first.)

PRIOR TEACHING EXPERIENCE				
SCHOOL	CITY/STATE	SUBJECT(S)/GRADE(S)	DATES	SUPERVISOR

PRIOR ADMINISTRATIVE EXPERIENCE				
SCHOOL	CITY/STATE	SUBJECT(S)/GRADE(S)	DATES	SUPERVISOR

TOTAL YEARS ADMINISTRATIVE / TEACHING EXPERIENCE			
	ELEMENTARY/MIDDLE	HIGH SCHOOL	COLLEGE
TEACHING			
ADMINISTRATIVE			

Reason for leaving present position: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Are we free at this time to contact your present employer?  Yes  No

Person to contact (Name/Title): \_\_\_\_\_ Phone: \_\_\_\_\_

**C. REFERENCES / OTHER WORK EXPERIENCE**

PROFESSIONAL REFERENCES - List at least three past supervisors and principals.			
SUPERVISOR	TITLE	SCHOOL/DISTRICT	PHONE

PERSONAL REFERENCES - List at least two character references			
NAME	RELATIONSHIP	DATES	PHONE

OTHER WORK / MILITARY EXPERIENCE				
JOB TITLE	COMPANY/ LOCATION	DATES	DUTIES	SUPERVISOR/ PHONE

**D. LEADERSHIP or RELEVANT EXPERIENCE**

Please indicate any previous leadership experience you may have held in the past or any other relevant experience:


**E. SALARY**

Desired salary from Jesuit: \_\_\_\_\_

**F. RELEASES AND SIGNATURE — Please read carefully and sign below.**

I certify that the information provided on this application is complete and accurate. I further authorize Jesuit High School to investigate any and all statements made on this application and in my essay responses. I give permission to contact the references and employers listed herein. I hereby release Jesuit High School, my former employers, and all other persons, corporations, partnerships and associations from any and all claims, demands, or liabilities arising out of or in any way related to such investigation or disclosure. Failure to provide accurate information or to knowingly withhold information constitutes grounds for rescinding any offer of employment or for immediate termination if already employed.

I also understand and acknowledge that neither this application, nor any personnel policies, practices nor procedures create an express or implied offer of employment.

I also understand and acknowledge that if a conditional employment offer is extended, that fingerprint clearance, tuberculosis testing clearance and pre-employment drug screening clearance are requirements of employment at Jesuit High School. I agree and consent to have my fingerprints investigated and be tested for tuberculosis in a manner prescribed by law prior to a final offer of employment. I also understand that I will not receive and am not entitled to know the contents of confidential reports received and I further understand that these reports are privileged.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date